

Career Opportunity

State of Hawaii Executive Branch

Department of Labor and Industrial Relations

830 Punchbowl Street, Room 312

Honolulu, Hawaii 96813

OCCUPATIONAL SAFETY & HEALTH COMPLIANCE OFFICER I Oahu

Recruitment Number: EX-VA01

Salary: \$2,813 Monthly

Opening Date: April 29, 2010

Last Day to File Application: Continuous Recruitment Until Needs Are Met

RECRUITMENT INFORMATION

Downtown, Oahu Employment Only. Must be able to work flexible schedules.
Position to start July 1, 2010.

DUTIES SUMMARY

Conducts inspections of low hazard workplaces; prepares reports; receives training; and performs other duties as required.

MINIMUM QUALIFICATION REQUIREMENTS

Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently. Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve months of experience at 20 hours/week is equivalent to six months of experience, not one year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve months of experience at 60 hours/week is equivalent to one year of experience, not one and a half years.

To qualify, you must meet all of the following requirements:

General Experience: One year of general work experience in an occupational safety and/or occupational health program which included industrial accident investigation, work site inspection for safety hazards, and suggesting means for correcting safety hazards and preparing reports. This work must demonstrate that the applicant possesses knowledge of occupational safety and/or occupational health principles and practices, safety inspectional and industrial accident investigational procedures, common occupational safety and/or occupational health hazards and measures which can be taken to correct them and also demonstrate possession of ability to work well with others, recognize occupational safety and/or occupational health hazards and to prepare written reports.

Non-Qualifying Experience: Work as a foreman or supervisor who is primarily concerned with the assignment and completion of work and incidentally assigned responsibility for the safety of subordinates; or has incidental assignments to serve on safety committees; or work experience in fields of safety and/or health other than occupational safety and/or health, e.g., traffic safety, nursing, etc., will not be considered qualifying for General Experience.

Substitutions Allowed (Substitution of Education for Experience):

- a. Successful completion of a two-year curriculum in Occupational Safety and Health at an accredited community college or other accredited institution which provided the applicant with knowledge of industrial safety and/or industrial health principles and practices may be substituted for the General Experience Requirement.
- b. Successful completion of 12 credit hours of course work in occupational safety and health, which provided the applicant with knowledge of industrial safety and/or industrial health principles and practices, from an accredited college or university in a program leading to a baccalaureate degree may be substituted for the General Experience Requirement.

License Required: Applicants must possess a valid State of Hawaii motor vehicle operator's license.

APPLICATIONS MAY BE OBTAINED FROM:

www.hawaii.gov/labor/jobs

or

**Department of Labor and Industrial Relations
Princess Ruth Keelikolani Building
830 Punchbowl Street, Room 312
Honolulu, Hawaii 96813
(808) 586-9043**

**Recruitment Hours: Monday thru Friday 8:00am – 4:00pm
Closed on State Observed Holidays and Scheduled Furlough Days**

Submit completed applications to the address above. Mailed applications must be postmarked by midnight of the last day to file.

Occupational Safety and Health Compliance Officer I - Oahu Supplemental Questionnaire – Submit with Application

REQUIRED SUPPLEMENTAL QUESTIONS

The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or receiving a lower score. Please do not submit a resume in place of completing the Supplemental Questions. Use additional blank sheets as necessary to provide the information.

In general, proof of education obtained from and/or submitted through the internet will not be accepted.

Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number.

Any information you submit may be verified. Supporting documents must be submitted within five working days of the filing of your application.

When applying for this position, I understand that I must thoroughly complete the Education and Work Experience sections of my application and the Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking.

I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.



I acknowledge I have read and understand the above information.

Occupational Safety and Health Compliance Officer I - Oahu

Recruitment Number: EX-VA01

Print Name

Signature

Date

Name:

1. GENERAL EXPERIENCE REQUIREMENT

Do you have at least one (1) year of work experience in an occupational safety and/or occupational health program as described in the job announcement?

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Yes

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No

If Yes, identify each experience you would like us to consider and provide the following information. **All employers listed below should also be listed on your application. Treat each change in employer or position separately. The information for each employer should include:**

A. Name of employer, your job title, and dates of employment.

B. What was the **primary** focus of your position? What were your **major** duties and responsibilities?

C. Based on 40 hours per week=100%, provide a breakdown of time spent performing the various duties of your position. Give separate percentages for time spent on specific OSH tasks versus other duties (supervisory, carpentry, etc.)

D. Title of the on-site employee with overall responsibility for insuring compliance with federal and state OSHA regulations. If you were not this person, explain how your OSH duties differed from that individual's responsibilities.

E. Were there others, besides yourself, with on-site OSHA responsibilities? If so, how many others. Please provide title(s) and explain how your duties differed from theirs. If duties were the same, explain how assignments were made.

F. Describe your OSH safety inspection responsibilities. Provide information such as how often inspections were done, purpose of inspection, title of person to whom you submitted inspection reports, who followed up on reported violations, etc. NOTE: Review of work performed by your subordinate for quality of workmanship or adherence to instruction is not considered an OSH safety inspection.

G. Describe your responsibility for implementing and enforcing OSHA Standards. (How were you notified of changes to the OSHA codes? Who decided what corrective actions were to be taken? How were OSHA Standards carried out?)

2. SUBSTITUTION OF EDUCATION FOR EXPERIENCE

Do you have education as stated in the job announcement to be substituted for General Experience?

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Yes

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No

If yes, you must submit copies of your official transcripts, identified by job title and recruitment number, as verification.

Name:

3. ADDITIONAL INFORMATION

If you have any other information related to this position that you would like us to consider, submit an addendum with your application.

4. SUPPORTING DOCUMENTS

Supporting documents such as transcripts, driver's license, or professional licensure as described in the job posting must be on file with the Department of Labor and Industrial Relations (DLIR) to complete your application. **Note: You must re-submit supporting documents to DLIR if they were submitted to the:**

1. City & County of Honolulu;
2. Hawaii State Judiciary;
3. Hawaii Department of Education;
4. Department of Human Resources Development

Please select from one of the statements below:

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Supporting documents are attached.

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Supporting documents were previously submitted to the State of Hawaii; Department of Labor and Industrial Relations

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Supporting documents are forthcoming and will be mailed to: Department of Labor and Industrial Relations, 830 Punchbowl Street, room 312, Honolulu, Hawaii 96813.